

Utah State Historical Records Advisory Board

**Meeting Minutes
January 22, 2015
11:32 A.M. – 12:35 P.M.**

**Utah State Archives
346 S. Rio Grande Street
Salt Lake City**

Conducting: Chair – Patricia Smith-Mansfield, Director Utah State Archives

Board members attending:

Patricia Smith-Mansfield – Utah State Archives
Valeen Brown – Piute County
Amber D'Ambrosio – Dixie State University (via telephone)
Brandon Metcalf – LDS Church History Department
Sam Passey – Uintah County Regional History Center
Clint Pumphrey – Utah State University (via telephone)

Others in Attendance:

Janell Tuttle – Executive Secretary
Alan Barnett – Utah State Archives
Susan Mumford – Utah State Archives

Minutes

Patricia Smith-Mansfield called the meeting to order at 11:32 a.m. Janell Tuttle distributed travel reimbursement forms to those that needed them. The next item on the agenda was to approve the minutes from the September 10, 2014 meeting. Brandon Metcalf moved to approve the minutes, Valeen Brown seconded the motion, and it passed unanimously. Janell Tuttle then explained that Linda Smith had resigned from the Board. The Board needed to nominate someone to fill the vacancy. The Board discussed the names of Yvonne Christensen from Davis County, Sylvia Barney from the Salina Historical Society, and Mary Ann Kirk from Murray City. Patricia Smith-Mansfield suggested that Janell Tuttle provide biographical information on each nominee and then the Board could decide at a later date which names to pursue to fill the vacancy.

The Board then reviewed and awarded the USHRAB re-grant applications. Patricia Smith-Mansfield explained that the Board had \$3,955 remaining from the previous re-grant cycle to award. She also stated that two of the applications received were resubmissions from the previous grant cycle. The Board received seven re-grant applications and they funded four projects. The breakdown of the funding decisions is in the following table.

Application #	Organization	Amount Requested/ Amount Awarded	Project Description	Discussion/Motion/Vote
UG2014-01B	Uintah County Regional History Center	\$1500/\$1000	Arrange, describe, and rehouse the Richard and Joy Horton papers	Brandon Metcalf thought this was a solid application. Clint Pumphrey wondered if the amount for supplies was excessive. Patricia Smith-Mansfield liked the digital aspect of the project. Clint Pumphrey moved to fund at \$1000, Valeen Brown seconded, and the motion passed unanimously.
UG2014-02B	City of Cedar Hills	\$1500/\$1055	Organize and rehouse city documents, purchase emergency supplies	Alan Barnett explained that he had worked with Cedar Hills to help them tweak their application. Brandon wondered if the amount for emergency supplies was necessary. Clint Pumphrey moved to fund at \$1055, Valeen Brown seconded, and the motion passed unanimously.
UG2014-03B	Nibley City	\$1500/0	Preserve and make available historical paper and audio records of Nibley City	Patricia Smith-Mansfield thought the project needed to be handled by the State Archives. Alan Barnett explained that the Archives could work with Nibley City to complete their project without using USHRAB funds. Brandon Metcalf moved to not fund but have the Archives work with Nibley City, Valeen Brown seconded, and the motion passed unanimously.
UG2014-04B	Historic Wendover Airfield	\$1200/\$400	Organize and properly store papers and photographs dealing with the Wendover training base	Sam Passey wondered if they could apply for a museum grant. Clint viewed the newspapers as not as important as the other records. The Board cannot fund federal records and they were not sure how much of

				the collection included federally created records. Clint Pumphrey moved to fund \$400 for shelving, Valeen Brown seconded the motion, and it passed unanimously.
UG2014-05B	Miss Mary's Historical Museum	\$1500/0	Preserve historical documents by purchasing window blinds and scanning equipment	The Board thought this application was more suited to a museum grant.
UG2014-06B	Northwestern Band of Shoshone Nations*	\$1500/\$1500	Organize and rehouse tribal records	Alan Barnett stated that he had worked with the applicant and this application was an improvement over the last one. Clint Pumphrey also saw the application as much improved. Clint Pumphrey moved to fully fund, Amber D'Ambrosio seconded the motion, and it passed unanimously.
UG2014-07B	Hyrum City Museum	\$775	Purchase archival supplies to properly house collections including the Hyrum State Park collection	It was unclear whether these records were about the Hyrum State Park or if they were State Park records. If they were State Park records, then they should be housed at the State Archives. Alan Barnett will work with the Museum. Brandon Metcalf moved to not fund, Valeen Brown seconded, and the motion passed unanimously.

Patricia Smith-Mansfield then explained that the bylaws had been changed to reflect the new law about awarding grant funds to non-profit organizations. A new section about the contracts was also added. Sam Passey moved to approve, Brandon Metcalf seconded the motion and it passed unanimously.

The Board members then gave reports. Patricia Smith-Mansfield explained that the legislative session was about to begin. Brandon Metcalf stated that the LDS Church History Department was working on 2 renovation projects; the granite records vault and the museum. Environmental controls were being installed in the vault. Sam Passey explained that the Uintah County Regional History Center received the Richard and Joy Horton papers and he stated that it had been fun to go through them. There is a wide variety of subjects and a wealth of information. Now they will

process the collection. Clint Pumphrey reported that Utah State University had some staffing changes coming. There would be 2 candidates coming to a campus interview for the Director of Library position. Ann Buttars retired and Jennifer Duncan moved into her position. Amber D'Ambrosio stated that the Dixie State University Library might hire someone that could be half-time acquisitions and half-time special collections. She is continuing to raise money from endowments for special collections and digitization. Valeen Brown will retire as the Piute County clerk/auditor at the beginning of March.

Alan Barnett then updated the Board on the NHPRC grant. He has collected city minutes and ordinances from 4 cities within Juab County. Mona town wants the State Archives to keep the originals and provide a digital copy to them. The project is moving along and will be completed by the end of June. Sam Passey suggested that Alan Barnett connect with the new Uintah County clerk/auditor. Janell Tuttle thanked the Board for their support and the meeting adjourned at 12:35 p.m.